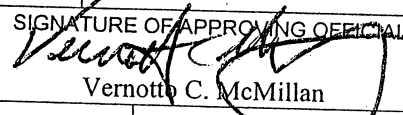
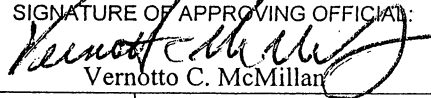
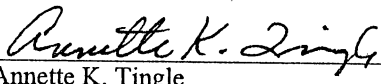
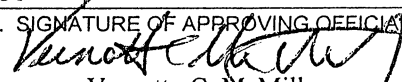
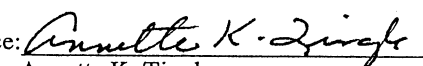
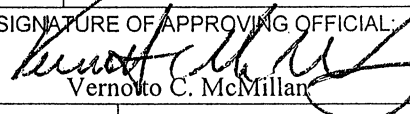
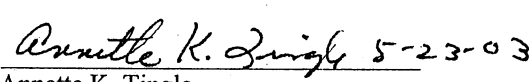


1. RECORDS PLAN (Check one): <input type="checkbox"/> Initial <input checked="" type="checkbox"/> Revised		2. DATE PREPARED: 05/15/2003		3. OFFICE OF RESPONSIBILITY (Include organizational element; department, group, etc.): Technology Transfer Department/Customer and Employee Relations Directorate, CD30			SHEET <u>1</u> OF <u>1</u> SHEETS	
4. CUSTODIAN: Process Owner: Susan Whitfield Record Custodian: Jill Stocks		5. PHONE NUMBER: 544-1993	6. BLDG. NO.: 4732	7. RM NO.: 220	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4732/227-12		9. SIGNATURE OF APPROVING OFFICIAL:  Vernotto C. McMillan	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT				12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
2170	NEW TECHNOLOGY REPORTING (NTR) Product Quality Records (new technology report/innovation disclosure case files)				May retire to FRC 3 years after received. May destroy when 5 years old. Concurrence: <u>Annette K. Tingle 5-23-13</u> Annette K. Tingle MSFC Records Manager		NRRS 2/7.G.1.a	

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4. CUSTODIAN: Process Owner: Sammy Nabors Record Custodian: Jill Stocks		5. PHONE NUMBER: 544-5226 (3711)	6. BLDG. NO.: 4732	7. RM NO.: 218	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4732/227-12	9. SIGNATURE OF APPROVING OFFICIAL:  Vernotto C. McMillan		
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT			12. DISPOSITION INSTRUCTIONS			13. DISPOSITION AUTHORITY	
2140	COMMERCIALIZATION ASSISTANCE PROGRAM Product Quality Records (commercial assessments of invention disclosure/new technology case files)			Minimum of 2 years and may destroy at 5 years in accordance with CD30-OWI-001 and pending approval of Schedule 2, AFS 2140. Concurrency:  5-22-03 Annette K. Tingle MSFC Records Manager			Unscheduled NRR 2/7	

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4. CUSTODIAN: Process owner: Caroline Wang Record Custodian: Jill Stocks		5. PHONE NUMBER: 544-3887 (3711)		6. BLDG. NO.: 4732		7. RM NO.: 229		8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4732/227-12	
								9. SIGNATURE OF APPROVING OFFICIAL:  Vernotto C. McMillan	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT			12. DISPOSITION INSTRUCTIONS				13. DISPOSITION AUTHORITY	
2210	A. SOFTWARE RELEASE Product Quality Records (disclosure information, correspondence related to software request) B. Software Usage Agreement			Minumum 3 years and may destroy @ 5 years in accordance with CD30-OWI-001 Do Not Destroy Concurrence:  5-23-03 Annette K. Tingle MSFC Records Manager				Unscheduled NRR 2/7 Unscheduled NRR 2/7	

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4. CUSTODIAN: Record Custodian: Vananda Hampton		5. PHONE NUMBER: 544-0963	6. BLDG. NO.: 4732	7. RM NO.: 105	8. LOCATION OF RECORDS (Bldg. No., Room No., etc.): 4732/105	9. SIGNATURE OF APPROVING OFFICIAL:  Vernon C. McMillan	
10. AFS NO.	11. RECORDS TITLE, DESCRIPTION AND FILING ARRANGEMENT			12. DISPOSITION INSTRUCTIONS		13. DISPOSITION AUTHORITY	
	SAFETY AND MANDATORY TRAINING						
1700	Safety Records - Meeting Handouts & Attendee List			Handle as permanent pending Retention Approval		NRRS 1/117.5A	
1700	Safety Walk-through Records (MSFC Form 4286)			Destroy when 4 years old		NRRS 1/117.B	
3410	MSFC Mandatory Training (IT Security, ISO, Diversity, COTR, etc)			Official copies kept by CD20/EODD in their Training Data Base for 3 years. CD30 retains unofficial copy for convenience only.		N/A	
3400	Special Training (OJT) Records for performing CD30 ISO processes			Destroy on employee transfer or separation, or when 5 years old whichever comes first		NRRS 3/33.H.1	
	PROCUREMENT						
5100	Credit Card Files (e.g. working files, statements, billing data, etc.)			Destroy 3 years after final payment		NRRS 5.1A.1B	
				Concurrence:  5-23-03 Annette K. Tingle MSFC Records Manager			